DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR   2 May 2000

MEMORANDUM FOR ALL FORSCOM DOCS

SUBJECT: Contracting Information Letter (CIL) 00-26, Obtaining Acquisition Position List (APL) Numbers

All members of the Army Acquisition Workforce (AAW) are required to have an APL Number. All of the FORSCOM AAW should already have an APL number except possibly some new employees who have arrived at your organization within the past 18-24 months. Please ensure all of your AAW members have APL numbers. For those who do not have an APL number, please complete the enclosed sheet and forward to Clyde Thomas for processing. The codes used to complete the sheet are also provided. If assistance is required to complete the request, please contact Clyde Thomas at DSN 367-6372 or **thomasw@forscom.army.mil**.

Encl   CHARLES J. GUTA
as   Colonel, AC
                             Chief, Contracting Division, DCSLOG
                             Principal Assistant Responsible
                                 for Contracting

REQUEST FOR ACQUISITION POSITION LIST (APL) NUMBER

NAME: _____ _____ ____
                    LAST   FIRST   MI

SSN: _____-____-_____

COMMAND: FC

CPCN: _____

ORGANIZATION: Directorate of Contracting

TDA PARAGRAPH NUMBER: _____ TDA LINE NUMBER: _____

TDA VERSION: _____

PAY PLAN: GS OCC SERIES: _____ TARGET GRADE: _____

UIC: _____ CAREER PROGRAM: 14 COMPONENT: Army

POI: _____ APC: _____ APC(2): _____

APT: _____ ACL: _____ API: _____ SAA: _____

ACS-PRI: _____ ACS-SEC: _____

POSITION TITLE: _____

RATER DUTY TITLE: _____

SENIOR RATER DUTY TITLE: _____

Please forward to Clyde Thomas

   Fax Number: DSN 367-6247 or 7285.
   Email: thomasw@forscom.army.mil

                                                        ENCL

CIVILIAN ACQUISITION POSITION REFERENCE INFORMATION

Users should consult current authorization documents (TDA or TOE) and applicable references (DOD 5000.52-M and DODI 5000.55) when making updates. Contact the Civilian Personnel Office for other questions.

CAPL NUMBER	Each position on the CAPL has a unique CAPL number. The CAPL proponent will assign CAPL numbers. The number is a 9-digit alphanumeric (example AE970011C) where the first two digits indicate the command, the next two the fiscal year the position was established, and the 'C' on the end represents a civilian position. Not editable.
SSN	The social security number of the person occupying the position (not a required field).
CPCN	Civilian Position Control Number. This is a ten-digit alphanumeric used to identify a civilian position. The servicing CPO assigns it.
PAY PLAN	The pay plan of the position. This is a two-digit field (e.g.GS for General Schedule).
TARGET GRADE	The target grade of the position. This is a two digit numeric field (example: 00 for SES). This may or may not be the same as the pay grade of the incumbent.
COMMAND	Command Code. Two-digit identifier to indicate a command (example: AE is AAESA).
UIC	Unit Identification Code. Taken from unit's authorization document TOE or TDA (example: W4GGAA for TACOM, W27P11 for PEO STAMIS). This is a six-digit field.
ORGANIZATION	Text description associated with the UIC. This is automatically updated and not editable.
TDA PARA NO.	Position paragraph from the current authorization document.
TDA LINE NO.	Position line Number from the current authorization document.
TDA VERSION	The version of the authorization document used for the review (e.g. 0199).
OCC SERIES	Four digit number indicating a specialized line of work to include level of difficulty and responsibility (e.g. 1102 for contracting).
CAREER PROGRAM	Two-digit number indicating career program for the position (example: 13 for Supply Management).
POI	Personnel Office Identifier. This is a four-digit number indicating the supporting Civilian Personnel Office that is authorized to appoint or separate an employee.
APC	Acquisition Position Category: This single digit letter identifies functional subsets of different acquisition

	positions. • A = PROGRAM MANAGEMENT (Applies to PEO/PM, direct matrix support, and TRADOC positions not coded C, R, S, or T) • C = CONTRACTING • D = INDUSTRIAL PROPERTY MANAGEMENT • E = PURCHASE AND PROCUREMENT ASSISTANT • G = MANUFACTURING & PRODUCTION • H = QUALITY ASSURANCE • K = BUSINESS, COST ESTIMATES, FINANCIAL MANAGEMENT • L = ACQUISITION LOGISTICS • R = COMMUNICATIONS-COMPUTER SYSTEMS • S = SYSTEMS PLANNING RESEARCH, DEVELOPMENT AND ENGINEERING • T = TEST & EVALUATION • V = PROGRAM MANAGEMENT OVERSIGHT • X = EDUCATION, TRAINING, AND CAREER DEVELOPMENT
APT	Acquisition Position Type. Select the number corresponding to the proper description of the position from the information below. A required field. • 1= Critical Acquisition Position - but not a PM, DPM, Commander, Director, or Division Chief. • 2= Critical Acquisition Position - a PM, DPM, Commander, Director, or Division Chief. • 3= Developmental Acquisition Position - **this code is not used by the Army.** • 4= Acquisition position neither developmental nor critical. • 5= Critical Acquisition Position - Developmental
ACL	Acquisition Career Level Required. The level at which the incumbent should be certified to fully perform the duties of the position. • 1 - Career Level I (Basic GS5/7) • 2 - Career Level II (Intermediate GS9/12) • 3 - Career Level III (Senior GS13 and above)
API	Acquisition Program Indicator. This code applies only for PM and Deputy PM positions. This will be left blank for all other positions. • Blank = Not Applicable • 1 = Major defense acquisition program (ACAT I) • 2 = Significant, non-major defense acquisition program (ACAT II) • 3 = ACAT I & II defense acquisition program

	• 4 = ACAT III or IV acquisition programs (non-major) • 9 = None of the above
SAA	Special Acquisition Assignment. Indicate the appropriate code if the position carries with it the following special assignments. • A = Program Executive Officer • B = Program Manager • C = Deputy Program Manager • D = Senior Contracting Official. The Director and Deputy Directors of Contracting within: the office of the Secretary of a Military Department, Office of the Secretary of Defense, headquarters of a Military Department, headquarters of Defense Agencies, major command headquarters and subordinate headquarters, or in a major systems or logistics contracting activity • E = Education, training, and career development position • F = Contracting Officer. Warranted contracting officers above the small purchase threshold. • G = A and F, above. • H = B and F, above. • J = C and F, above. • K = D and F, above. • L = Deputy PEO
APC (2)	Second APC required for those positions with primary APC 'C.' Use the same codes as APC, above.
ACS-PRI	Acquisition Career Specialty - Primary This applies to APC C only • Blank = N/A • 1 = Primarily pre-award oriented • 2 = Primarily post-award oriented • 3 = Primarily cost/price analysis oriented • 4 = Both pre-award and post-award oriented • 5 = Primarily post, station, installation (base oriented) • 6 = Contracting for Construction • 8 = None of the above • 9 = Unknown
ACS-SEC	Acquisition Career Specialty - Secondary. This applies to APC C only. • Blank = N/A • 1 = Acquisition of Information Resources • 2 = Major System Acquisition (>50% time spent) • 3 = Both 1 and 2 • 8 = None of the above

	• 9 = Unknown
POSITION TITLE	The Title of the Position (example: GENERAL ENGINEER).
DISPOSITION	Disposition Indicator. Indicates the position status applicable to the CAPL Review. This field is automatically updated and not editable by the user. • BLANK: Position not reviewed. • RETAINED/NO CHANGE: This is a position on the CAPL that should remain unchanged. • RETAINED/ADMIN: This is a position on the current CAPL for which changes are necessary. • ADD: A new job function. • DELETE: This is'a position on the CAPL that should be deleted. • DELETE (Not CAPL, but AWD). This is a position identified as AWD, but not desired to be part of the CAPL • DELETE (Not CAPL, not AWD). This is a position identified as AWD, but not desired to be part of either the CAPL or AWD.
REVIEW DATE	Indicates the date that the position was reviewed. Not editable.
DUTIES AND RESPONSIBILITIES	This should describe the acquisition specific duties for the position. It should be in sentence case. Do not enter in all capital letters. Avoid acronyms. The Duty Titles of Product Manager, Project Manager, and Program Manager are reserved for those positions that have been designated as Board Selected PM Positions. Duty Titles should be descriptive, i.e., "Assistant Product Manager Logistics" instead of simply "APM". *This position description should not exceed nine lines.**
RATER DUTY TITLE	Title of Rater
SENIOR RATER DUTY TITLE	Title of Senior Rater